



CITY OF NEW ORLEANS

Mitchell J. Landrieu, Mayor

MITCHELL J. LANDRIEU
MAYOR

PURA BASCOS
DIRECTOR

Taxicab and For Hire Vehicle Bureau

Application/Checklist for New Tour Guide Permit

Name_____

Permit Number_____

	1. Permit Application (\$50.00 fee in the form of a Cashier's Check or Money Order)
	2. Valid State issued Identification Card or Driver's License
	3. Proof of Citizenship or authority to work in U. S. (acceptable documents: Birth Certificate, Certificate of Naturalization, valid U.S. Passport, Permanent Resident Card, or Work Authorization Document)
	4. Examination (requires passing grade of at least 70%)
	5. Federal Background Check
	6. Drug Test



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Application for a New Tour Guide Permit

Instruction Sheet

Type or print neatly.

All questions must be answered completely. **Do not leave blanks: note N/A if not applicable. Please note that an incomplete application will not be accepted. Application must be completed, signed, and notarized.**

Submit as attachment #1: Proof of citizenship or authority to work in the U. S.
Acceptable Documents: Birth Certificate, Certificate of Naturalization, valid U.S. Passport, Permanent Resident Card, or Work Authorization Document.

Submit as attachment #2: Valid state issued driver's license or identification card.

**DRUG SCREENING AND FEDERAL BACKGROUND CHECK ARE
REQUIRED FOR EACH APPLICANT.**

****You are encouraged to familiarize yourself with New Orleans Code Chapter 30****
A copy may be obtained from the Clerk of Courts' office, or online at

www.municode.com.

Please govern yourself accordingly.

NOTICE: An applicant shall not be eligible for a tour guide permit if he/she does **not** meet or **maintain** the following requirements:

- (1) Be at least 18 years of age.
- (2) Valid Driver's License or State Identification Card.
- (3) Must be able to read and write English.
- (4) Tour guide applicants must achieve a minimum score of 70% on an examination designed to test the applicant's knowledge of the historical, cultural and sociological developments and points of interest of the city. **At the discretion of the Department of Safety and Permits the applicant may be required to have a verbal examination and an interview.**
- (5) No person who has been convicted of a felony within five years preceding the date of application shall be permitted to receive a tour guide license.
- (6) Must successfully complete drug screening within ten (10) days of application.
- (7) No permit shall be granted if the applicant fails to meet the requirements of this chapter or if the applicant provides the Bureau with false, misleading or incomplete information. Permits issued on the basis of false, misleading or incomplete information furnished by the applicant may be revoked by the director of the Department of Safety and Permits.
- (8) No person shall conduct tours for hire in the parish that does not possess a valid tour guide license issued by the Department of Safety and Permits.
- (9) It shall be unlawful for any person to conduct a tour while under the influence of intoxicating liquor or narcotic drugs or any barbituric acid derivative or any central nervous system stimulant, or to sell, use or to possess any such narcotic drugs or any barbituric acid derivative or central nervous system except while under treatment of a licensed physician with the medication in a prescription bottle.
- (10) All tour guides licensed by the city shall be issued an identification badge and required to wear their badge when conducting tours. In addition, tour guides must display identification of the name of the company by which they are employed.
- (11) Tour Guides are required to renew their licenses every two years.
- (12) Tour guides shall not be allowed to use voice amplifiers on walking tours.

Applicant's Initials

- (13) During a tour narration, tour groups shall maintain a distance of 50 feet from another tour group.
- (14) Tour groups shall be limited to 28 patrons per tour.
- (15) No solicitation by tour guides or tour companies is permitted on the streets in the city.
- (16) All tour groups shall be disbanded by 10:00 p.m. nightly. Garden District tours shall be concluded by 6:00 p.m. nightly.

Specific causes for suspension or revocation.

- (1) Tour guide licenses may be either suspended or revoked by the director or the department of Safety and Permits for the following causes:
 - a. Violation of rules and regulations of conduct and ethics established by the department of safety and permits;
 - b. Nonpayment of fees; or
 - c. Issuance of a permit on the basis of false and/or incomplete information furnished by the applicant.

Applicant's Initials



CITY OF NEW ORLEANS

Taxicab and For Hire Vehicle Bureau TOUR GUIDE

APPLICANT INFORMATION:

1. Full Name _____

Residence Address: _____

City, State, Zip Code: _____

Home Phone: _____

Work Phone: _____

Date of Birth: _____

Social Security Number: _____

Driver's License or State ID# _____ Expiration Date: _____

2. Are you authorized to work in the United States by the immigration laws or the Attorney General of the United States?

YES [] NO []

CRIMINAL HISTORY:

Have you ever been convicted under the laws of Louisiana, any other state, or of the United States within five years of any felony or offenses equivalent thereto of homicide, aggravated rape, aggravated battery, simple rape, aggravated kidnapping, aggravated burglary, armed robbery, attempted aggravated battery, attempted aggravated rape, attempted aggravated robbery, aggravated assault, or sale of narcotics.

YES [] NO [] If yes, complete the following for each conviction:

NAME	CHARGE	DATE	COURT & LOCATION
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. APPLICATION CERTIFICATION

BEFORE ME, THE UNDERSIGNED AUTHORITY, THIS DAY HAS PERSONALLY APPEARED _____, who, being by me first duly sworn, deposes and says that he/she is in accordance with New Orleans City Code Chapter 30, and that all statements in this application are true and correct.

Signature of Applicant

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20____

Print, Type, or Stamp Commissioned

Signature of Notary Public

Name of Notary Public

Personally Known _____ OR Produced Identification _____ My Commission Expires:

Type of Identification Produced _____

This page does not have to be notarized if signed in the presence of our office staff